

ORIGINAL FINANCIAL RECORDS RETIREMENT SCHEDULE

Description of Records

Disposition Instructions

1. Original Headquarters and field collection and miscellaneous disbursement records.

- a. Original collection and disbursement records including Washington and field statements of transactions, supporting vouchers, schedules, receipts, authorizations, and related papers exclusive of freight, transportation and payroll records.

Destroy 12 years after the period of the account.

2. Original Headquarters and field payroll records pertaining to salary and allowance payments to Agency employees.

- a. Individual pay card or equivalent, reflecting detailed pay, deductions and service records.
- b. Original payroll vouchers for indigenous employees. (Individual pay cards not maintained.)
- c. Original payroll vouchers and bond schedules for Headquarters personnel and  field personnel. (Individual pay card or equivalent maintained.)

Destroy 56 years after date \_\_\_\_\_ of last entry on card.

Destroy after 56 years from dates of the accounts in which they were submitted.

Destroy 12 years after the period of account in which they were submitted.

- d. Leave records, maintained independently of pay and earning records.

(1) Pay or fiscal copy.

- (a) Final leave record showing accumulated leave on separation.

Destroy 10 years after last entry on card.

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- (b) All other pay or fiscal copies. Destroy 3 years after audit of related pay records.
  - e. Time and attendance reports, notification of personnel actions (exclusive of those in Official Personnel Folders), payroll control registers and payroll change slips. Destroy 2 years after audit of related pay records.
- 3. Original Headquarters and field transportation and freight records. Retain for 4 years after the period of account. Freight or passenger transportation vouchers which have become involved in litigation or any other condition that requires the voucher to be retained beyond the 4 year retention period should be retained for 10 years after the period of the account.
- 4. Contracts
  - a. Original numbered contracts and letters of agreements on negotiated contracts covering general Agency procurement. Destroy 12 years after the end of the fiscal years in which the contracts were stored in the Agency (CIA) Records Center.
- 5. Personal Service Contracts
  - a. Personal service contracts for experts, consultants and part-time employees. Destroy 12 years after the end of the fiscal year in which the contracts were stored in the Agency (CIA) Records Center.
- 6. Accounting Records
  - a. General Accounts Ledgers Destroy 10 years after close of fiscal year involved.
  - b. Allotment Records Destroy 10 years after close of fiscal year involved.